

BELOIT JUNIOR/SENIOR HIGH SCHOOL

The personnel handbook is designed to serve as a guiding document that is the basis for the daily operation of Beloit Junior/Senior High School. Some changes that are intended to enhance your opportunity to provide an uninterrupted educational climate, that maximizes student learning, are made as needed with your input.

ADMINISTRATIVE PHILOSOPHY

The administrators of this building believe:

1. Each student can learn and is guaranteed equality of opportunity regardless of race, gender, age, or special need.
2. Our mission is to provide maximum educational opportunity to our students.
3. Students possess several intelligences and varied strategies are the best opportunity to reach all students.
4. The foundation of a successful school is the maintenance of a safe and orderly learning environment.
5. We are a team.

Welcome to another year of excitement and reward. You have chosen to be a part of a fantastic system staffed with outstanding and dedicated people. I am so very pleased to have the opportunity to share your joy as you endeavor to provide our youth with the most important gift that they will ever receive, an education. As you know we can not teach everything there is to know anymore as the world changes and grows much too swiftly. It is our purpose to teach the foundations for a productive and satisfying adult life through the process of teaching students to be able to become life-long learners. Please consider the administration as a resource to help you reach your professional and personal educational goals.

BELOIT JUNIOR-SENIOR HIGH SCHOOL CERTIFIED STAFF

Moore, Daryl	JH/HS School Principal
Seyfert, Casey	JH/HS Assistant Principal- Activities Director
Adolph, Jennifer	HS Mathematics
Barrett, Charli	JH/HS Gifted Education Consultant
Bates, Jeff	HS Business – Technology
Bechard, Devin	HS Vocational Agriculture
Behrends, Stacy	JH Language Arts
Channell, Jason	JH/HS Industrial Arts
Channell, Tammy	JH/HS Media Center Specialist
Cox, Brandon	JH Mathematics
Cox, Dallas	HS Physical Education
Cox, Katie	JH Science
Dean, Jo	HS Language Arts, Journalism
Duntz, Joe	HS Counselor
Ediger, Arlene	JH/HS Vocal Music
Eilert, Brennan	JH Counselor
Eilert, Ryan	HS Business
Engelbert, Terri	HS Interrelated Resource Classroom
Harbaugh, Michael	JH/HS Orchestra
Harris, Cathy	MTSS
Isbell, Ryan	HS Science
Kelley, Darrell	JH Social Studies
Koenig, Greg	HS Language Arts
Lampert, Eric	HS Mathematics
Ludwig, Sylvia	JH Physical Education
Malay, Ryan	HS Social Studies
Martin, Vanessa	JH Interrelated Resource Classroom
Mason, Brad	HS Social Studies
McDowell, Theresa	JH/HS Family and Consumer Science
McQueen, Rebecca	JH/HS Special Education
Moore, Kathy	JH/HS Spanish
Odle, Jamie	HS Language Arts, Forensics
Pahls, Curtis	HS Mathematics
Paul, Brandy	JH/HS Special Education
Reinert, Betsy	HS Science
Roberts, Tami	JH/HS School Nurse
Thierolf, Matt	HS Social Studies
Vetter, Kristi	JH/HS Instrumental Music
Watson, Duff	JH/HS Technology Lab
Wildfong, Cay	Unified Studies
Woerner, Kent	District Computer Coordinator
Wolff, Jennifer	JH/HS Art

SCHOOL CALENDAR 2013-2014

TEACHERS REPORT:

August 12, 2013

SCHOOL BEGINS:

August 15, 2013

SCHOOL HOLIDAYS:

Labor Day	September 2, 2013
Building Inservice	September 23, 2013
Veteran's Day	November 11, 2013
Thanksgiving Vacation	November 27-29, 2013
Building Inservice	December 9, 2013
Christmas Vacation	December 23, 2013 thru January 3, 2014
Building Inservice	January 20, 2014
President's Day	February 17, 2014
Spring Break	March 19, 20 and 21, 2014
Easter Break	April 18 and 21, 2014

INSERVICE/WORK DAYS:

New Teacher Orientation	August 8 and 9, 2013
Inservice Day	August 12, 2013
Inservice Day	August 13, 2013
Teacher Work Day	August 14, 2013
Bldg. Mtg./Inservice/Student Focus	September 23, 2013
Inservice Day – ½ Day	October 24, 2013
Bldg. Mtg./Inservice/Student Focus	December 9, 2013
Teacher Work Day	January 6, 2014
Inservice Day	January 20, 2014
Beloit Invite Wrestling	January 24, 2014
Inservice Day – ½ Day	February 20, 2014
Workday Beloit Relays	May 2, 2014

PARENT TEACHER CONFERENCES:

October 24 & 25, 2013
February 20 & 21, 2014

LAST DAY OF SCHOOL:

May 22, 2014

LAST DAY FOR TEACHERS:

May 23, 2014

NINE-WEEK PERIODS:

1st Nine Weeks	August 15 - October 11	- 40 DAYS
2nd Nine Weeks	October 14 - December 20	- 43 DAYS
3rd Nine Weeks	January 7 - March 14	- 44 DAYS
4th Nine Weeks	March 17 - May 22	- <u>43 DAYS</u>

170 DAYS

CLUBS AND ORGANIZATIONS

High School Athletics

Sponsors

Football

Head Coach: Greg Koenig, Assistants
Andy Niemczyk, Kevin Harris, Ryan Isbell, Brandon
Cox

Volleyball

Head Coach: Brandy Paul, Assistants
Terri Engelbert, Kathy Moore

Cross Country

Coaches: Brad Mason, Assistant Renee Mason

Boys Basketball

Head Coach: Ryan Eilert, Assistants
Eric Lampert, Albert Fincham
(Coach's Aide) Eric Eilert

Girls Basketball

Head Coach: Dallas Cox, Assistants
Kevin Marozas, Brandon Cox

Wrestling

Head Coach: Andy Niemczyk, Assistant
Jeff Heiman and Ryan Malay,

Girls Tennis

Head Coach: Darrell Kelley, Assistant
Dwight Watson

Golf

Head Coach: Darrell Kelley, Assistant
Brad Mason

Track

Head Coach: Ryan Isbell, Assistants
Curt Pahls, Matt Thierolf, Jenny Isbell

Softball

Head Coach: Kevin Marozas Assistant Kelsey
Treater

Baseball

Head Coach: Brandon Cox, Asst: Jason Channell

Cheerleading

Head Coach: Natalie Koch

Dance Team

Head Coach: CJ Tobald

Junior High Athletics

Sponsors

Football

Head Coach: Eric Lampert, Assistant
Joe Duntz and Curt Pahls

Volleyball

Head Coach: Kim Hernandez, Asst. Rachel Engel

Boys Basketball

Head Coach: Darrell Kelley , Assistant Matt Thierolf

Girls Basketball

Head Coach: Kallie Kruse, Assistant TBA

Wrestling

Head Coach: Andy Niemczyk, Assistants
Jeff Heiman, Ryan Malay

Track

Head Coach: Greg Koenig (Boys)
Head Coach: Dallas Cox (Girls)
Assistant, TBA

Cheerleading

Head Coach: Amber Williams

Activities

Senior Class
Junior Class
Sophomore Class
Freshman Class
Student Council
National Honor Society
Future Medical Careers
Art & Photo Club
Scholars Bowl
Newspaper
History Club
Forensics
Science Club
Orchestra
BICC
B-Club
Drill Team
Singing Sensations
FFA
FCCLA
AFS
Yearbook
Band Director
Fitness Coach
Play Director
Ser. Ed. Coordinator

Sponsors

Head: Betsy Reinert, Asst. Brandy Paul
Head: Kim Hernandez/Vanessa Martin
TBA
Duff Watson
Ryan Eilert and Brennan Eilert
Besty Reinert
Betsy Reinert
Jennifer Wolff
Head: Cay Wildfong
Jo Dean
Matt Thierolf
Ryan Malay, Asst.
Ryan Isbell
Michael Harbaugh
Darrell Kelley, Joe Duntz,
TBA
CJ Tobald
Arlene Ediger
Devin Bechard
Teresa McDowell
TBA
Jamie Odle
Kristi Vetter
Dallas Cox, Greg Koenig
C.J. Tobald
Curtis Pahls, Betsy Reinert
Duff Watson, Terri Engelbert
Jeff Bates, Darrell Kelley

FILLING VACANT ACTIVITY POSITIONS

When an activity sponsorship becomes vacant, a notice will be posted in the teachers' lounge. Other means may also be employed in an effort to solicit qualified persons to fill any such vacancy. If any person is interested in any vacant coaching or sponsorship position, he or she should contact the activities director to indicate a willingness to assume the responsibility. The activities director and the persons interested in the position will discuss the responsibilities and expectations of the position.

If circumstances are such that there are vacant teaching positions, vacant sponsor positions may not be filled until all professional staff has been hired. Once the professional staff positions have been filled, the activities director will meet with the potential candidates for vacant activity jobs. When the activities director has determined who will occupy vacated activity sponsorships, the new sponsor and the director will fill out paperwork indicating the assignment or assignments, the date, and their signatures. The potential sponsor's signature will verify that he or she has accepted the position. Copies of this paperwork will be retained by the activities director, the new sponsor, and a copy will be sent to the School District office.

ACTIVITY SPONSORSHIP:

The purpose of all school organizations is to develop leadership, school spirit, school unity, and service. You, as sponsor, must play the major role if this is to be accomplished. Please assist the office by directing your organization in the following manner:

1. Submit an Organizational Report for the first semester to the office by September 15;
2. Sponsors must be present at all functions of their organization, standing ready to help and advise;
3. Sponsors must submit all activities to the office to receive calendar approval. This shall be done as soon as possible to avoid conflicts.
4. Sponsors shall turn a copy of the meeting minutes in to the office;
5. All purchases must have prior approval and be accompanied by a requisition;
6. The treasurer should issue a receipt for all moneys received and submit to the office a lump sum when possible;
7. Dance band arrangements and contracts should be through the office, with a copy to be retained in the office. If you make arrangements early, the selection and price will be better;
8. Class sponsorship specialized duties;

- SENIORS**
- A).** Selection of announcements, measuring for caps and gowns, selection of Junior leaders for graduation.
 - B).** Coordinate with the Principal all commencement activities.

JUNIORS A). Coordinate with the Principal all Junior-Senior Prom activities.

B). Money raising activities for prom decorations.

FUND RAISING FOR CLUBS AND ORGANIZATIONS

The following BJSHS policy is intended to benefit students, sponsors, organizations, and members of the community. Policy is effective June 1, 2005. Please remember, not all groups can have the holiday season, spring fundraisers can be effective also. Please direct any questions or concerns to the activities director's office.

- 1) Only one soliciting fundraiser will take place at a time. No overlapping will be permitted.
- 2) No group may do more than one soliciting fundraiser per school year. Most groups should only need to one. Groups with high financial needs will need to seek approval from the activities office.
- 3) Any group wishing to conduct a soliciting fundraiser must work a minimum of one concession stand per school year.
- 4) All fundraisers must be approved a minimum of three weeks before planned starting time. Approval must be signed by administration on the proper form. No fundraiser form may be turned in more than six-months prior to the fundraiser.
- 5) Fundraisers are not to last more than three weeks.
- 6) No soliciting fundraisers will be permitted from June 1, through August, 1.

Soliciting fundraiser – Any fundraiser in which students/sponsors go out and sell a product. (candles, Tupperware, fruit, candy, magazines, etc.)

Non-Soliciting Fundraiser – These are more service oriented. (concession stands, pork burger feed, car wash, selling shirts at games, etc.)

ARRIVAL AND DEPARTURE FROM SCHOOL:

As professional people, teachers are not required to check in and out. The teachers are expected to be in the classroom from **7:45 A.M.** and remain at school until **3:45 P.M.** If circumstances require that you depart from this schedule occasionally, teachers are to clear through the Principal before leaving.

ASSEMBLIES:

Teachers will be directly responsible for their classes during assembly. It is teacher's duty to be aware of what goes on in the audience and to help correct any situation conducive to disorder by tactful and pleasant means if possible, but by stronger action if necessary.

AUDIO-VISUAL AIDS:

All audio-visual equipment is assigned and scheduled through the librarian. Every teacher should be certain to return the equipment as soon as possible in order that other staff members may have access to it. Each teacher will be responsible for returning films, which they use, to the library so that they may be returned on time. For maintenance of equipment and replacement of filaments, please see the librarian in the media center.

CHURCH NIGHT:

- 1) The school district will not conduct any activities involving students on a consistent basis on Wednesday nights after 6:00 p.m. or on Sundays. The consistent exceptions currently would include basketball practice due to facility issues, school plays due to calendar issues, and the STUCO banquet in May due to calendar issues.
- 2) Any activity scheduled on a Wednesday or Sunday is voluntary. Sponsors and coaches are expected to respect the intended message of "voluntary".
- 3) Any Wednesday or Sunday activity must be approved by the school administration and communicated to the Beloit Ministerial Alliance. Seven to ten days notice is preferred.

Beginning the first full day of school, it will be the responsibility of each instructor to accurately take roll in each class every hour. Please send your absences to the secretary via Skyward. **It is a must that you keep an accurate record of attendance in Skyward.**

You are to require an absence slip of any student entering your class after being absent unless that student has been accounted for on the daily absence report from the office. All students are expected to make-up the work missed within a reasonable time regardless of whether it is excused, unexcused, or a school trip.

TARDIES

- 1) Each student will be allowed one tardy per nine weeks.
 - 2) If a second tardy is earned, the student will serve one hour of Saturday school.
 - 3) Upon earning a third tardy, the student will serve two hours of Saturday school.
 - 4) Upon earning a fourth tardy, the student will serve three hours of Saturday school.
 - 5) Upon earning a fifth tardy, the student will serve four hours of Saturday school, and the parents will be asked to come in for a conference to develop a plan modifying the behavior.
- Teachers will report tardies to the office with roll each hour.
 - Students will be considered tardy if they are not in the appropriate class when the final bell rings.
 - Teachers keeping kids after class will provide passes for the student to take to their next hour.

Car problems are not considered an excused absence or tardy.
The administrative team will use its discretion when determining if a tardy is excused.

CLASSROOM DISCIPLINE:

The teacher is responsible for the discipline of the students in his or her classroom. Discipline and control are not to be considered punishment. Discipline combines many things which should bring about voluntary acceptance of control because the student sees the reason for it. Students are not to be allowed to leave the classroom without the permission of the instructor. If the student should desire to go to the counselor's office, the principal's office, or to another teacher, they should present a hall pass, signed by that individual, requesting their attendance. The teacher may, at their discretion, allow the student to go to the restroom or their locker. They must sign out of class and carry their hall paddle with them. If more than one student needs to be out of the room for any reason, the teacher should write out a hall pass with the destination and the time that the student left class clearly marked. Remember, establish these guidelines early, then carry them out with firmness and fairness. Check additional guidelines under "Procedures to be followed with pupils who have behavior problems".

CLASSROOM AND EQUIPMENT CUSTODY:

Faculty members are responsible for equipment in their rooms or under their jurisdiction. They should see that all equipment is returned to its proper place as soon as the teacher or student has finished using it. Equipment in need of repair or replacement should be reported to the office. When leaving the building for the day, teachers should see that the **lights are turned off and the doors locked, including any outside doors if it is after 4:00 P.M.**

COMMUNICATIONS:

Daily announcements will be read at 8:51A.M. via the intercom. Only in extreme circumstances will any announcements be read during the school day. Coaches are responsible for posting departure times in the morning announcements. Departure times listed in the announcements are official. Please do not deviate from posted departure times.

A weekly calendar will be distributed on Friday for the succeeding week. Dates should be submitted by Thursday at 4:00 P.M. Any dates not on the monthly calendar should be submitted.

A monthly calendar will be distributed to give maximum notice; dates listed within this calendar need not be listed on the weekly calendar. The principal's calendar will attempt to list everything; check for approval in listing your activity.

COPY MACHINE INFORMATION:

- 1) The copy machine is available from 7:00am-9:00pm daily.
- 2) The risograph machine is to be operated by office staff personnel only.
- 3) We ask all material be submitted 24 hours in advance, in run form, with the time needed and number of copies attached.
- 4) We recommend additional copies for later classes where applicable.
- 5) Do not ask to copy textbooks, music, pamphlets, workbooks or any copyrighted material as it is not legal.
- 6) Overall, copying costs continue to rise sharply. Please assist in determining means of reduction short of cutoff.

DEPARTMENTAL MEETINGS:

The Jr.-Sr. High School will be organized in the following departments:

CAREER EDUCATION

*Bates
Bechard
R. Eilert
Channell
McDowell

MATHEMATICS

Adolph
Lampert
Cox B.
* Pahls

FINE ARTS

Art - Wolff
Orchestra – *Harbaugh
Instrumental – Vetter
Vocal – Ediger

SCIENCE

Isbell
*Reinert
Cox
Watson

HEALTH/PHYSICAL EDUCATION

Cox
Ludwig

SOCIAL SCIENCE

Thierolf
*Kelley
Malay
Mason

LANGUAGE ARTS

Behrends Moore Channell
*J. Dean Odle Wildfong Koenig

(* DEPARTMENT CHAIR)

Department chairpersons' duties will be:

- A). determine meeting place and time;
- B). set agenda for each meeting; and,
- C). preside at each meeting.

Function of each department will be:

- A. To create an accurate list of materials used; to review curricular offerings and make recommendations to administration on any changes the department would like to make;
- B. Keep abreast of new trends in their department and attempt to implement any new ideas with the approval of the administration;
- C. Continually evaluate the effectiveness of the department;
- D. To requisition supplies and materials for the department;
- E. Preview and adopt the materials to be used by the teachers in that department, taking into consideration changes in textbooks or other teaching materials; and,
- F. To conduct department meetings at least three (3) times per year.

DISASTER POLICY:

Assistance needed by any handicapped students in any given classroom is the responsibility of the teacher in that room.

FIRE DRILL PROCEDURE - Fire drills will be held once a month. They will be unannounced. Listed below are the first choices and alternate fire exits for each room. Leave the building quietly in single file. Teachers are to take their grade and/or roll book with them. When clear of the building, line up so roll may be taken by the teacher. Return to the building by a main entrance when the all-clear is signaled.

<u>ROOM</u>	<u>FIRST CHOICE</u>	<u>ALTERNATE CHOICE</u>
100/101	West Door in Each Room	West Main Front Door
102/103/104/105 Science Computer Lab Junior High Counselor	West Main Front Door	West Door in Room 107
Office	West Main Front Door	Home Ec. East Door
106/107	West Door in Room 107	West Door in Room 109
108/109	West Door in Room 109	West Door in Room 111
110/111	West Door in Room 111	West Door in Room 113
112/113	West Door in Room 113	West Door in Room 111
114/115	West Door in Room 115	Northwest Library Door
116/117/118 Library	Northwest Library Door	West Door in Room 115
119/120/1221/122 Library Aide & Gifted	Northeast Library Door	West Door in Room 115
Tutor Room	East Exit Door	West Door in Room 109
123/124/125	East Exit Door	Northeast Library Door
126/Interrelated	East Exit Door	Northeast Library Door
127/128/129 Home Ec. Kitchen	East Home Ec. Door	East Exit Door
Technology Lab	West Double Door	South Exit
Junior High Computer Lab	South Exit	West Double Door
Voc. Agriculture Industrial Arts/Drafting	South Exit doors	North Exit Doors
Stage Commons	South Main Entrance	West Main Front Doors
Gym Band/Vocal	Southeast Exit East Classroom Doors	South Main Entrance North Stage Exit Doors
Kitchen Wrestling Room Room 133	South Service Entrance South Service Entrance	East Hall Exit East Hall Exit
Fitness Room	South Exit Door	East Hall Exit
Varsity Girls Locker Room	East Exit Door	Fitness Room Exit Door

TORNADO PROCEDURES - The vocal/instrumental rooms and the restroom in the interrelated self-contained classroom have been equipped as tornado shelters. The following statement will be read over the P.A. prior to taking shelter: “Your attention please: The national Weather Service has advised us of approaching storms:... or - “The following is a tornado drill. You are requested to walk slowly. Go to the shelter and do not leave the building.” Teachers take your grade book and/or roll book.

FIELD TRIPS:

All supervised activities held during the school day, and not on school property, shall be considered as field trips. Field trips shall be handled as follows:

- 1) Arrangements for field trips shall be made well in advance by the teacher. Arrangements shall be reported to and approved by the principal. Factors such as time of departure and return, safety precautions, transportation, and supervision of students should be taken into consideration. In all instances, parental consent will be required.
- 2) Students participating in a field trip shall, at all times, be under supervision of a teacher, and acceptable classroom conduct shall be required of the students at all times.
- 3) Field trips should be scheduled prior to the fourth nine weeks, when possible.

FIRST AID:

Only in the event of an emergency should first aid be given by any teacher. Illness and accidents causing injury are bound to occur in the building, and all school personnel should be prepared to follow required first aid procedures if it is necessary. Diagnosis and treatment of illness and the prescribing of drugs, medications, and nostrums are never the responsibilities of a public school. (The decision as to whether aspirin is needed is a form of diagnosis and the dispensing of this medication is a form of treatment.)

In the event of any injury serious enough to need first aid, the office should be informed at once so that they may notify the parents and, if necessary, the family doctor.

In the event of an injury accident, an accident report is to be completed by the teacher who was at the scene and filed with the school nurse as soon as possible. This form should be completed for any injury occurring on school time and under school supervision which results in loss of school time, an examination by the doctor or school nurse, or notification of the parents.

GRADE SHEETS:

Grade sheets will be completed on Skyward. Dates for progress reports and grade sheets for nine weeks grades will be e-mailed to teachers from the office. Please complete your grades by the dead line listed.

HALL PASSES:

Hall passes will be used when a student has been delayed and it is evident that he or she will be tardy to the next class, when a student is requested to report to another teacher, counselor, or the principal, or when the teacher approves a student to be out of the classroom. The teacher releasing the student from the classroom is responsible for that student and should be very careful to determine the necessity in each case. The hall pass is only a request and the teacher for that hour has the option of allowing the student to report or remain in their classroom.

HALL SUPERVISION:

There is an ever present need for hall supervision between classes, before and after school: the presence of teachers in the hall is the best deterrent to most forms of misconduct. Standing near the classroom door, a teacher may observe, and be observed, from both the classroom and the hall. A teacher's responsibility for student supervision does not end in their classroom. The manner in which a student conducts himself or herself in the halls and on the way to class may well affect classroom behavior. If a class enters in an orderly manner, it will very likely give you a good start. The opposite is true in that a rowdy group must be calmed down before constructive teaching may take place. **Each teacher will be responsible for hall supervision, and are to be at their classroom door during passing periods.**

The first teacher to observe an infraction of proper hall conduct shall be responsible for taking corrective measures. These measures will range from pointing out the violation to the student and impressing upon the student the necessity of adhering to school rules, to reporting the infraction or bring the violator to the assistant principal. Repetition of minor infractions shall be reported verbally and in writing to the principal. All major infractions shall be reported verbally and in writing to the principal.

INCOMPLETES:

Incompletes for unfinished course requirements must be removed within one week after parents have been notified following a grading period or the grade will be changed to an F on school records. All course work will be completed by the end of the fourth nine weeks grading period. There will be no incompletes given at this time. Exceptions will be made only in case of prolonged illness or other valid circumstances approved by the principal.

INTERIM PROGRESS REPORTS TO PARENTS:

Interim report blanks are to be used for the purpose of reporting work to parents between grading periods as the need arises. They may be secured at the office. They should be prepared and sent at any time between grading periods as it is important for parents to be informed about deficiencies in the student's progress. No semester failures will be given under ordinary circumstances if an interim report of unsatisfactory work has not previously been sent to the student's parents or guardians. Parents will be informed if their child may fail the course and not receive credit.

INVENTORIES:

All teachers are expected to take an inventory at the beginning of the school year. It is to be filed in the office. An ending inventory must be taken at the close of the school year with discrepancies and additions carefully noted.

JANITORIAL SERVICE REQUESTS:

Requests for janitorial or maintenance work are to be placed in the receiving basket in the workroom. The principal and head custodian will then schedule the work. Please do not ask a custodian to quit what he or she is doing and do a job for you unless it is an emergency.

Schedule requests for janitorial services as far in advance as possible, preferably one week. Deficiencies in janitorial services should be reported to the principal in the same manner.

KEYS AND LOCKING DOORS:

KEYS SHOULD NEVER, FOR ANY REASON, BE PLACED IN THE HANDS OF THE STUDENTS. This policy includes office assistants, stage assistants, athletic managers, annual staff, or any student who is assigned to you. Have the necessary doors open prior to beginning your work, then keep your keys in a safe place.

TEACHERS WILL PERMIT STUDENTS TO WORK IN A CLASSROOM ONLY WHEN THEY WILL BE THERE TO SUPERVISE THEM.

LOUNGE/WORKROOM

A faculty lounge and workroom is located in the main office area. This serves both the male and female members of the faculty. A coffee pot will be available for your convenience. Teachers should not leave their classes to go to the teacher's lounge. There will be a bulletin board with pertinent announcements for teachers in the lounge.

MAIL:

Mail boxes are to be checked each day for mail, announcements, and faculty bulletins. The daily mail is distributed around 9:30 A.M. Place school mail in the out-going rack prior to 4:00 P.M.

PLANNING PERIOD:

Instructors assigned a planning period should use it for classroom preparation and other teaching responsibilities. During periods when the teacher has no class assignment, he or she should use the area assigned, if possible. Leaving the building is discouraged, except for school business and emergencies. **However, if it is necessary to leave the building at any time during the day, the office must be notified.**

PROCEDURES TO BE FOLLOWED WITH PUPILS WHO HAVE BEHAVIOR PROBLEMS THAT MAY LEAD TO SUSPENSION OR EXPULSION:

The basic purposes of discipline within the school are to maintain an environment in which teaching and learning can go on without unnecessary distraction and allow students to attend without being harassed and bothered by other students. Respect for the rights and feelings of others is essential. Disciplinary actions, when necessary, may be (1) Admonition, (2) Reprimand, (3) Deprivation of privilege, (4) Detention, (5) Parental contact, (6) In or out of school suspension, and (7),Expulsion. The discipline used should be in respect to the behavioral problem.

One of your most important jobs is prevention of problems by constant supervision, excellent planning, and communication with the home, and a great deal of patience. The teacher should take the initiative of disciplinary action on **1, 2, 3, 4,** and **5** as listed above.

- 1) In cases involving school behavior problems, the procedures listed below are to be followed. These procedures are listed in sequence; however, occasionally the nature of the situation may be so disruptive that each successive step may not be appropriate or required. When such a situation occurs, the pupil is to be referred immediately to the school administrator or his designated representative. The intercom should be used to inform the office of exclusion and reason.
- 2) At the indication of a behavior problem, the teacher must arrange for a personal and private conference with the individual pupil. In the event that a behavior problem persists, the case must be referred to the principal of the school.
- 3) The person to whom the pupil is referred shall schedule a conference endeavoring to resolve the behavior problem. Such conference may include the pupil, his or her parents or guardians, teacher, counselor, a representative from special services, and the principal or his or her authorized administrative representative.
- 4) When results are unsatisfactory, a conference with the parents or guardians of the pupil must be scheduled. The number of participants in the conference

may vary with each case and dependent upon the combined judgment of the school personnel involved in the conference.

- A. It may be deemed necessary to adjust the pupil's class schedule in order to secure more desirable behavior on the part of the pupil. Parents will be notified when such action is taken.
- B. When it is deemed appropriate by the principal or his or her designated representative, he or she should notify the parents or guardians of the services available in the special services department.

Any principal named in accordance with the policy of the Board of Education may make a short-term suspension.

- A. When such short-term suspension is rendered during the school day, the school shall not remove the pupil from the school until his or her parents or guardians have been notified. In the event that the pupil's parents or guardians cannot be notified during regular school hours, the pupil shall remain under the jurisdiction of the school until the regular dismissal time.
- B. The certified employee making the suspension shall be responsible for contacting the pupil and his or her parents or guardians either by telephone or personal conference for the purpose of informing the pupil as to when he or she may return to school and the conditions governing readmittance.
- C. The principal or any school official may establish appropriate requirements relating to parental or pupil contacts, the pupil's future behavior at school, opportunities for making up missed work because of suspension, and/or place the pupil on probation, as conditions for readmission to school. The primary responsibility for arrangements to make up work missed during the suspension period lies with the student, but the teacher shall determine what constitutes a reasonable time period for completing the work.

WRITTEN RECORDS OF ALL CONFERENCES AND ADMINISTRATIVE ACTIONS SHALL BE MAINTAINED.

PURCHASING:

All needs, board and activity, require prior approval for ordering or receiving. Your recommendations and needs will be honored by approval in most situations. The obligation of district funds is the responsibility of the administrative personnel. Following approval, the purchase order will then be typed by the bookkeeper. Please review activity or organizational balances before making purchases.

STUDENT/TEACHER CONFERENCES:

Teachers, at their discretion, may detain after regular school dismissal, any student who could benefit from a student/teacher conference. Some signs of the necessity of a student/teacher conference include: 1). back work (daily lesson assignments, book reports, special reports, etc.) that have not been completed within a reasonable amount of time; (2) failing work for the previous week; (3) poor citizenship. The student/teacher conference is scheduled to begin at 3:20 P.M., and according to board policy cannot last longer than one hour. One day's notice will be given to all students scheduled for conference periods in order that transportation home can be arranged.

Students who are to be detained after school for the student/teacher conference period are to be notified in writing (standardized slips will also be provided by the office). The office must know who is being detained after school, and this is to be the procedure for notifying the principal.

SUBSTITUTE TEACHERS:

In the event that it is necessary that you be provided a substitute teacher, you should notify the principal as far in advance as possible at 785-534-1145. Please be certain that needed items such as lesson plans, grade book, seating charts, and materials are available. The behavior and conduct of the students toward a substitute teacher is a direct reflection upon the regular classroom teacher.

NON-SMOKING POLICY:

The Kansas Legislature and Board of Education has declared all school buildings and grounds in the Unified School District to be non-smoking areas. This includes all buildings and grounds at Beloit Elementary School, Beloit Junior - Senior High School, the Board of Education Office and the concession stand and at Trojan Stadium.

STAFF IDENTIFICATION:

All staff will be issued a picture identification card that is to be cared by the staff member at all times students are in the building. This card can be used to enter the security doors during school hours. They card may be worn on a lanyard which will also be provided. If your duties make it impossible to have the card on a lanyard, pocket clips are also available.

Lock -In

An intruder is inside the building and the building will go to Lock-In. Lock-In will be announced over the intercom.

1. Teachers are to immediately to lock their classroom door. The door should not be unlocked until school comes to your door and identifies themselves as school personnel by using their first name and your first name. Anyone coming through the door without identifying themselves should be treated as an intruder.
2. Students need to be moved away from the door and any windows. Students need to be quiet so any intruder is unable to tell for sure if the room is occupied.

3. The lights need to be turned off so that an intruder who is coming in out of a lighted hallway has to wait for his eyes to adjust to the darkness.
4. If a student is out of the classroom they need to hide inside the building. Possible areas are in the towers on the stage or in the bathrooms. Students should remain in hiding until the building is cleared by law enforcement or school personnel. Students should not be in the hall trying to get back into their classroom. Teachers should not open the door to let students back into the classroom. Students in the Library will go into the Librarian's office. Students in P.E will follow the teacher's directions and go to the nearest shelter which maybe the Locker Rooms, Health Room or Offices. Students in the Shops will go into their class rooms.
5. School personnel will identify themselves by using their first name and your first name before entering the classroom. The school personnel will then give instructions on how to evacuate the building. The students need to follow these instructions quickly and quietly. Do not try to evacuate the building until you have directions. An evacuation site will be selected depending on the situation.
6. Information to the public and the press will be presented by the Unified Office. Students will be picked up at the evacuation destination. Students will not be allowed to leave the evacuation destination until parents have been notified.
7. Please do not use cell phones to notify 911 after a lock-in or lock-out has been announced. If the announcement has been made authorities have been notified. Please do not have students on their cell phones or the internet because we will need to have their complete attention to follow directions.
8. Teachers need to remain calm because you will be the only adult in the room and panic is contagious.

Lock-Out

A suspicious person is outside the building or a circumstance such as a escaped prisoner is outside the building we will go to Lock-Out. The Lock-out will be announced over the intercom.

1. Custodians and teachers will immediately check all outside doors to be sure they are locked. Between 8:00 and 3:30 all outside doors should be locked.
2. Students and staff will not be allowed to leave the building until the area is determined to be safe by administration or law enforcement.
3. Shop classes and PE classes will be brought into the building.
4. Classes will move inside the building, but students will not be allowed to leave for Special Ed. Classes. Tech College Classes, Teacher Cadet or shop classes off sight
5. Students returning to the building will be routed to an alternative sight.

